



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

HCBS FOCUS APPLICATION UPDATE

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/20/2022

On December 21, 2022, after 6:00 p.m., the Division will implement an update to the HCBS Application in Focus. This update is expected to correct fingerprint clearance card validation errors as identified in the [vendor announcement](#) published on December 1, 2022. In addition, the Vendor Qualifications Checklist will be renamed “Certification Instructions” and reformatted. The updated checklist requires an expanded list of documents to be collected during initial and renewal HCBS certification. OLCR will begin collecting current training and certification documents for both the first and secondary contract signatories when the signatories also function as direct support professionals. Vendors with an in-process application will need to click on the updated checklist and affirm they have reviewed and understood the instructions as a result of this update. Failure to review the checklist and click the affirmation will delay the certification process. Questions about this process should be directed to the Office of Licensing, Certification and Regulation via email at hcbscertification@azdes.gov.